



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MENTAL HEALTH**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: SEH-06-21	POSITION: Supervisory Psychiatric Nurse
POSITION SERIES: NS-0610	POSITION GRADE: 12
OPENING DATE: 10/26/05	CLOSING DATE: Open Until Filled
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: 11/09/05 (and every two weeks thereafter)	SALARY RANGE: \$53,156 - \$69,099 pa
WORKSITE: 2700 MLK Jr., Ave., S.E. Washington, D.C. 20032	TOUR OF DUTY: Rotating Shifts
PROMOTION POTENTIAL: None	AREA OF CONSIDERATION: Unlimited
AGENCY: DMH/St. Elizabeths Hospital/Nursing	NO. OF VACANCIES: Four (4)
DURATION OF APPOINTMENT: (X) Permanent () Term (13 months to 4 years) Not to Exceed _____. () Temporary (Up to 1 year), Not to Exceed _____ months.	
() This position IS in the collective bargaining unit represented by _____ and you may be required to pay an agency service fee through an automatic payroll deduction.	
(X) This position IS NOT in a collective bargaining unit.	
"RESIDENCY PREFERENCE AMENDMENT ACT OF 1988": An applicant for a position in the Career Service or for an attorney position (DS-905 series) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.	
BRIEF DESCRIPTION OF DUTIES: Incumbent establishes, implements, maintains, and evaluates the nursing care aspects of treatment programs for the area assigned within Saint Elizabeths Hospital. Plans broad outlines of tasks to be performed within the assigned unit. Assigns nursing personnel to team leaders and provides professional and administrative guidance and support in implementation of nursing programs. Monitors nursing practices and develops solutions to problems. Provides clinical supervision to the nursing staff.	
QUALIFICATIONS REQUIREMENT:	
<u>Education</u> Associate Degree Program or Diploma Program with less than 30 months Diploma Program of 30 Months or More Baccalaureate Degree Program	<u>Experience</u> 4 years 3 years 3 years
One (1) year of the required professional nursing experience must be sufficiently related to psychiatric nursing. Candidate must be currently licensed as a Registered Nurse with the District of Columbia or have made application for licensure. Current DMH nursing personnel must submit a copy of current D.C. license. In addition to meeting the basic requirements, this position requires one (1) year of experience equivalent to the next lower grade level. The license, and/or supporting documentation of application, must accompany the DC-2000 application for employment.	
SELECTIVE PLACEMENT FACTOR(S): None	

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

RANKING FACTORS

1. Ability to apply individual, group, and family psychotherapeutic/psychotherapy techniques.
2. Ability to assess, plan, implement, and evaluate Nursing Clinical Programs.
3. Ability to manage, supervise, guide, and train a group of employees.
4. Knowledge of management theories and the supervisory process.
5. Knowledge of a wide range of psychiatric theories, procedures, and techniques used in the care and treatment of psychiatric patients which may have been gained through extended study or experience.

NOTE: A one (1) year supervisory probationary period may be required upon assignment to this position unless the selectee has previously satisfied this requirement.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

WHERE TO APPLY: DEPARTMENT OF MENTAL HEALTH
DIVISION OF HUMAN RESOURCES
64 NEW YORK AVENUE, NE, 5th Floor
WASHINGTON, D.C. 20002
ATTN: Clara Orino (202) 645-5979
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.

DRUG-FREE WORKPLACE ACT OF 1988. "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."